

Personal Property Utilization and Donation Course

July 11th – 15th, 2011, Chicago, IL

*** (Register at www.gsa.gov/events) ***

Who should attend?

This **FREE** training opportunity is intended for newcomers to Property Management Disposal, Property Custodians, and Property Managers needing updates to the Property Management/Disposal process.

Course objectives:

Federal Utilization and Disposal of Personal Property; regulations and processes; Computers for Learning program; GSAXcess® reporting various categories of property, searching and selecting (freezing) property; transferring and donating property; mysales; sales, and abandonment and destruction. In addition we will have a speaker from Environmental Protection Agency (EPA) giving a presentation on Recycling.

Date(s)	Time(s) (CT)
Monday July 11, 2011	1:00 p.m. - 4:00 p.m.
Tuesday July 12, 2011	8:30 a.m. - 4:00 p.m.
Wednesday July 13, 2011	8:30 a.m. - 4:00 p.m.
Thursday July 14, 2011	8:30 a.m. - 4:00 p.m.
Friday July 15, 2011	8:30 a.m. – noon

Hotel Reservations: Please make your reservations on: www.fedrooms.gov

Location of Training Facility:

Dirksen Federal Building
219 S. Dearborn Street, Room 211
Chicago, IL 60604

Note: To enter this facility, you must provide a valid photo ID and no beverages allowed.

Parking: To park in downtown Chicago there are some parking lots within walking distance average parking cost is \$35 and above per day.

Public Transportation - METRA/CTA: The Dirksen Building is within walking distance from both stations.

** To get a certificate for this course, attendance is required for all dates listed above. Certificates will be distributed on Friday when class adjourns. ***